

WORKSHEET TO REQUEST ACCESS TO AN UNPROCESSED COLLECTION

As a matter of policy, unprocessed collections may be accessed only with the express written approval of the head of Special Collections.

Collection name _____ MC number _____

Researcher's name _____ Date _____

Address _____

Institution and position _____

Telephone _____ FAX _____ E-mail _____

Request accepted by: _____

REC

Describe material requested:

Describe purpose/intended use:

ADMINISTRATIVE REVIEW	Reviewed by _____ Date _____	
	<input type="checkbox"/> access approved	<input type="checkbox"/> NOT approved:
	<input type="checkbox"/> access and duplication approved	<input type="checkbox"/> NOT approved
Location of material:		
Action to be taken (and by whom):		

Patron: student _____ grad. stu. _____ faculty _____ staff _____ high school _____ general pub. _____ bus., gov., etc. _____ media _____ other student _____ other grad. stu. _____ other fac. _____	Use: coursework _____ thesis _____ dissertation _____ publication _____ exhibit _____ film/t.v. _____ genealogy _____ other: _____ unidentified _____	Quantity of material: volumes _____ boxes _____ folders _____ items _____	Categories of material: manuscripts _____ archives _____ A/ARK COLL/AA _____ T or D (circle one) _____ maps _____ pictures _____ vertical file _____ rare books _____ other: _____
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DISPOSITION OF THIS REQUEST FORM: 1) after completed, give to Reading Room Supervisor for use statistics to be added to monthly report 2) after tabulated, give to Division Secretary for filing in the accession file of the collection used.